







# MEADOW PARK SCHOOL GUIDELINES

Lisa Livernois, Principal

PLEASE DISCUSS THE GUIDELINES WITH YOUR CHILD

- Office Hours 7:30 a.m.-4:00 p.m.**  
**Administrative Assistant to the Principal** available 7:30 a.m.-4:00 p.m. **Debbie Gardner** 936-5902  
**Clerk (Registration/Student Records)** available 8:00 a.m.-3:00 p.m. **Martha DellaMaggiore** 936-5903  
**Health Clerk** available 9:00 a.m.-1:00 p.m., **Linda Knight** 936-5911  
**Attendance Line** available 24 hours **Attendance Line 936-5901**
  
- School Communication** If you would like to make an appointment or speak with your child's teacher, please email or phone them directly @ 936-(4 digit extension). During class instruction, you will reach voicemail so as not to interrupt learning. School communication (conduit) will be sent home each Thursday. 
  
- Tardies** All students should arrive at school on time. Important morning announcements and classroom instruction take place within the first few minutes of the school day. If tardy, students must check in at the front office to obtain a late pass before going to class. Tardies are recorded.
  
- Arrival/Dismissal** **Students may not be on campus prior to 15 minutes before their school day begins (7:55 am) and all students must leave directly after school as supervision is not provided.** Kindergarten Parents must supervise their children before the school day begins. Kindergarten parents and babysitters must meet the teacher at dismissal. The school grounds/playground are for the sole use of Meadow Park students during the school day, and are not open to pre-schoolers or older/younger siblings during school hours. Parents need to be on time to pick up their children and all students should go home directly after school. 
  
- Absences** If your child is absent for any reason, call 936-5901 before 9:00 a.m. Leave your name, the child's name (please spell), the teacher's name, the date and the reason for absence. If your child's absence is related to an illness, he/she must be fever free for at least 24 hours before returning to school. Parents may request homework by calling the front office by 9 a.m. The teacher will leave the student's homework on the office counter for parents to pick up 10 minutes after dismissal. 
  
- School Lunch** Hot lunches may be purchased for \$3.25. Pre-payments may be made at school or online through the Lunch Box program at <http://www.iusd.org/food>. Checks are to be made out to IUSD Food Services and please include your student's PIN number on the check. The lunch menu/pizza days may be downloaded at [www.iusd.org](http://www.iusd.org). Late lunches are to be properly labeled with child's and teacher's names and placed in the blue lunch box in the office. Students are to check the box, which is taken to the lunch tables each day.
  
- Forgotten Items** We cannot interrupt the classrooms to deliver forgotten items (homework, project items, etc.) Students are not allowed to call home for forgotten items without teacher permission. Late musical instruments will not be accepted. 
  
- Visitors on Campus** All parents/visitors must check in at the front office. If you are picking up your child early for any reason, you will need to sign them out in the office. The office will then contact your child's classroom. Please send a note with your child in the a.m. to give to his/her teacher so they can plan for your child's early dismissal and prepare any necessary homework ahead of time.
  
- Animals on Campus** For the safety and comfort of our students, animals are not allowed on campus, even if they are on a leash or carried. Some children are afraid of animals or may be allergic to them. 
  
- Traffic/Pedestrians** **Due to the small number of parking spaces, we ask that parents reserve the parking lot for staff only.** **To ensure the safety of our students, parents are not permitted to drive through the parking lot for any reason.** Parking is permitted on the west side of Blue Lake South between the posted signs. A loading zone is between the school driveways and parking is not permitted in this zone. Drop off children next to the curb. Do not double park or block the road. U-turns are illegal on Blue Lake South. If you have any questions about parking or ticketing, please contact the Irvine Police Department. 

I have discussed and agree to adhere to these guidelines with my child. \_\_\_\_\_ Date

\_\_\_\_\_  
Student Signature  
White-Parent Yellow-Teacher

\_\_\_\_\_  
Parent Signature